Subquota Matrix Process

Schools Forecasting

March 2015

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Agenda

- ***Subquota Matrix Overview***
- ***Subquota Matrix Walk Through – 3 Steps***
- ***C5 Tracker***
- ***Subquota Timeline***
- ***Current Monthly & Class BDE Seat Allocations***
- ***ITS Definitions:***
  - Enrollments
  - Drops
  - No Shows
  - Standby
- ***ITS Website***

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Subquota Matrix Overview

- ***ITS developed a tool to help calculate and track required seats for ATRRS classes for each BDE.***
- ***<u>Process:</u> Company Schools NCO bounces their training requirements for their unit using their C5 tracker and MTOE against their long range training plan, retainability of the student , and availability of the class. They forward that information to BN which forwards to BDE.***

Subquota Matrix Overview

- ***<u>Bottom driven process</u>***
- ***Forecasting is a plan of how many seats your unit will need in which courses for next FY***
  - Plans/number of seats often need adjustment as the FY progresses due to taskings and such
  - Inform your Schools NCO chain of command ASAP if you need to adjust your number of seats
- ***BDE Priorities set by Divisions***
  - Based on long range training/tasking schedule

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Subquota Matrix Overview

- ***It is imperative that the BDE Schools NCO has information from <u>all units</u> and is able to attend the meeting with their Subquota Matrix BDE tab already completed.***

BRIGADE							
BATTALION		2-1 IN			1-17 IN		
COMPANIES		4 CO			5 CO		
TRANSPORTATION TRAINING (DEPLOYMENT)		REQ	TRAINED	DIFF	REQ	TRAINED	DIFF
HAZMAT		8	0	8	10	8	2
AUTOMATED AIRLOAD PLANNERS SYSTEM (AALPS)		8	0	8	10	3	7
EQUIPMENT PREPARATION (EQUIP PREP)		24	0	24	30	6	24
AIRLOAD PLANNER (LOAD PLANNER)		8	1	7	10	3	7
UMO DEPLOYMENT PLANNER (UMODPC)		8	0	8	10	3	7
MOBILIZATION AND DEPLOYMENT PLANNERS COURSE		0	0	0	0	0	0
TC-AIMS II		8	0	8	10	3	7

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Subquota Matrix Walk Through

- **#1:Your unit's requirements per Reg**
  - ITS website – Annual Course Forecasting –

COURSE		UNIT REQUIREMENT	RETENTION REQUIREMENTS	COURSE DESCRIPTION	PREREQUISITES
TRANSPORTATION TRAINING (DEPLOYMENT)					
HAZMAT COURSE	INSTALLATION (ATRRS)	UNITS ARE REQUIRED TO HAVE ONE OFFICER, WARRANT OFFICER, OR ONE NCO, SGT AND ABOVE, PER COMPANY SIZED UNIT AND DESIGNATED AS THE UNIT HAZMAT OFF/NCO. MAY HAVE A SGT OR ABOVE PER COMPANY SIZE UNIT AS AN ALTERNATE HAZMAT OFF/NCO.	ONE YEAR RETAINABILITY IN UNIT	TRANSPORTATION OF HAZAROUS MATERIALS	N/A
AUTOMATED AIRLOAD PLANNERS SYSTEM COURSE (AALPS)	INSTALLATION (ATRRS)	UNITS ARE REQUIRED TO HAVE ONE PRIMARY PER COMPANY, SSG OR ABOVE DESIGNATED AS THE UMO/NCO. ONE ALTERNATE SGT OR ABOVE ALLOWED	ONE YEAR RETAINABILITY IN UNIT	AUTOMATED PLANNING OF EQUIPMENT AND VEHICLE LOADING ON AIRCRAFT USING COMPUTER PROGRAM.	ATTENDEE MUST HAVE COMPLETED EQUIPMENT PREPARATION AND AIRLOAD PLANNER COURSE.
EQUIPMENT PREPARATION COURSE (EQUIP PREP)	MTT	UNITS ARE REQUIRED TO HAVE ONE SIX MAN TEAM PER COMPANY SIZED UNIT. NORMALLY, ATTENDEES OF THIS COURSE ARE SPC AND BELOW.	ONE YEAR RETAINABILITY IN UNIT	PREPARATION OF EQUIPMENT AND VEHICLE FOR AIR MOVEMENT	N/A

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Subquota Matrix Walk Through

- **#1:Your unit's requirements per Reg**
  - ITS website – Annual Course Forecasting –

SOURCE DOCUMENT	SOURCE DOCUMENT	SOURCE DOCUMENT	PROPONENT POI (INSTALLATION)	OTHER CERT SOURCES	CERT LENGTH	DAYS	SEATS PER	# OF CL	FY14 SEATS
FORSCOM REG. 55-1	FL REG 350-2	AR 350-1	DEFENSE AMMUNITION CTR, MCALESTER, OK (ITS, DPTMS)	MTMC APPROVED SERVICE COURSES, NAVY SUPPLY, AF, DLA ABERDEEN, DEF AMMO CTR	2 YEARS	10	40	9	360
FORSCOM REG. 55-1	FL REG 350-2	AR 350-1	PEO-EIS TRANNSPORTATION INFORMATION SYSTEMS PMO (ITS, DPTMS)	PEO-EIS TRANSPRTATION INFORMATION SYSTEMS PMO	LIFE	5	24	0	0
FORSCOM REG. 55-1	FL REG 350-2		AMC AFFILIATION TEAM FROM TRAVIS AFB (ITS, DPTMS)	NONE	2 YEARS	3	35	9	315

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Subquota Matrix Walk Through

- **#2: C5 Tracker - Who do you already have trained who will maintain certification**

OIP QUESTION C. 5. - Does the unit have a system for tracking the soldiers (by name and unit) who are trained from each school?

THIS IS AN EXAMPLE OF HOW TO TRACK SOLDIERS WHO ARE TRAINED FROM EACH SCHOOL. DOUBLE CLICK ON EACH TAB BELOW TO INSERT YOUR UNIT.

COURSE	RANK	SOLDIER'S NAME	DATE 888 SUBMITTED	START	END	COMPLETE		MOI REQUIREMENT	RETAINABILITY
Airload Planner **Required Training for Unit Movement Officer/ NCOIC(E-6 and above)	SF	Mouse, Mickey	25-Dec-14	10-Jan-14	2 Jan-14	20-Jan-14		Primary	1.5 years
								Alternate	
Ammo Manager (TAMIS-R)	SG	Doe, John	16-Feb-14	3 Mar 14	Mar 14	3-Mar-14		Primary	1 Year
Ammo Manager (TAMIS-R)	SG	Doe, Jane	12-Feb-11	9 Apr 11	Apr 11	10-Apr-11		Alternate	6 mos
Anti-Terrorism (ATO) (E-7 and above)									
ATRRS 101								Primary	
ATRRS 101								Alternate	

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Subquota Matrix Walk Through

- **#3: Report number required and number trained for all pertinent courses up your schools NCO chain**
  - Company level Subquota Matrix download available on website

BRIGADE				
BATTALION				
COMPANY				
TRANSPORTATION TRAINING (DEPLOYMENT)		REQ	TRAINED	DIFF
HAZMAT				0
EQUIPMENT PREPARATION (EQUIP PREP)				0
AIRLOAD PLANNER (LOAD PLANNER)				0
UMO DEPLOYMENT PLANNER (UMODPC)				0
MOBILIZATION AND DEPLOYMENT PLANNERS COURSE				0
TC-AIMS II				0
ASI/SQI (MOS) RELATED TRAINING		REQ	TRAINED	DIFF
BATTLE STAFF NCO				0
LEADER DEVELOPMENT TRAINING		REQ	TRAINED	DIFF
BDE/BN XO/S3				0
CC/1SG				0
REAR DETACHMENT LEADER				0
SCHOOLS NCO				0

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Subquota Timeline

- ***Timeline: (I Corps OPORD forthcoming)***
  - February**:** ITS and G3 TREX meet with ALL Schools NCOs to explain the process **18 Mar 14 Carey Theater 1000-1200**
  - May: ITS and G3 TREX meet with all Division Schools NCOs for Final Quota validation and input into the matrix **4 May 14** BLDG 3201 Room 303 0900-1200
  - 15 July: ITS publishes FY16 master schedule (website)

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Current Monthly BDE Seat Allocations

BDE SEAT ALLOCATIONS BY MONTH & QUARTER FY15

TEUT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
2/2 SBCT	25	15	19	107	110	94	41	17	22	45	54	67
3/2 SBCT	11	12	31	104	104	84	38	14	38	54	72	68
16 CAB	14	4	18	50	23	49	47	48	75	39	43	23
17 FAB	96	92	64	8	2	19	62	54	55	18	13	15
555 EN	4	4	17	60	65	50	44	41	40	1	9	0
593 ESC	1	4	9	98	23	14	82	9	16	0	0	0
42 MP	182	60	54	5	0	2	2	0	5	6	3	0
62 MED	130	81	92	45	4	10	31	4	34	8	4	5
201 BfSB	5	7	25	14	13	24	60	48	42	17	23	6
51 SIG	14	20	14	17	14	14	16	15	28	13	8	19
USASOC	54	40	30	60	59	43	58	63	70	62	52	44
OTHER	90	62	78	138	128	132	138	148	141	159	149	143
MAMC	28	24	33	25	28	24	17	27	34	10	12	30
191ST	10	9	9	7	11	9	8	8	39	9	13	4
84 CIV	16	18	20	15	14	8	12	18	35	16	7	8
7ID	19	22	24	24	10	15	7	26	9	23	3	23
CORPS HHB	10	16	11	15	11	9	13	13	16	16	16	10
TOTALS	246	218	244	315	288	278	329	366	414	325	283	287
TOTAL FY15	3593											

TEUT	1ST	2ND	3RD	4TH	YEAR
2/2 SBCT	59	311	80	166	616
3/2 SBCT	54	292	90	194	630
16 CAB	36	122	170	105	433
17 FAB	252	29	171	46	498
555 EN	25	175	125	10	335
593 SB	14	135	107	0	256
42 MP	296	7	7	9	319
62 MED	303	59	69	17	448
201 BfSB	37	51	150	46	284
51 SIG	48	45	59	40	192
USASOC	124	162	191	158	635
OTHER	230	398	427	451	1506
MAMC	85	77	78	52	292
191ST	28	27	55	26	136
84 CIV	54	37	65	31	187
7ID	65	49	42	49	205
CORPS HHB	37	35	42	42	156
				TOTAL FY1	3593

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Current Class BDE Seat Allocation

For full listing see ITS website – "BDE Seat Allocations" Excel workbook

SEATS WERE DIVIDED BY DIVISION'S REQUEST FOR BDE PRIORITIES THROUGHOUT THE YEAR BASED ON TRAINING AND CYCLE SCHEDULES

EXAMPLE - IF BDE 1 IS GOING TO NTC IN JUNE - DO NOT SCHEDULE BDE 1 FOR CLASSES JUNE

	LEGEND	* MTT	Not on Matrix for FY15 - No Subquotas given (NEW CLASS)

AIRLOAD PLANNER*

CL #	SUSPENSE	CLASS DATE	201 BfSB	3/2 SBCT	2/2 SBCT	17 FAB	16 CAB	555 EN	51 SIG	42 MP	62 MED	593 SB	USASOC	MAMC	191ST	84 CIV	7ID	CORPS HHB	OTHER	SEATS AVAILABLE	TOT SEATS BDE
CL 001	5-Sep-14	20-Oct-14				6				4	6		1			1				20	18
CL 003	17-Oct-14	1-Dec-14				6			1	4	7		1							20	19
CL 004	12-Dec-14	26-Jan-15		2	4			6				2	1			1		1	1	20	18
CL 005	30-Jan-15	16-Mar-15		2	4			7					1			1				20	15
CL 006	20-Mar-15	4-May-15					9	1					1		1	1		1		20	14
CL 007	1-May-15	15-Jun-15	1				9	1					1							20	12
CL 008	22-May-15	6-Jul-15	2	4					1				2		1					20	10
CL 009	26-Jun-15	10-Aug-15	1	4	3								1						2	20	11
CL 010	31-Jul-15	14-Sep-15	1	4					1				1		1	1		1	2	20	12
																				160	111
		QUOTA	5	16	11	12	18	15	3	8	13	2	10	14	8	7	3	5	8	158	
		SEATS SHORT	10	34	22	24	38	31	6	16	28	4	21	14	8	7	6	11	16	296	

Equipment Prep*

CL #	SUSPENSE	CLASS DATE	201 BfSB	3/2 SBCT	2/2 SBCT	17 FAB	16 CAB	555 EN	51 SIG	42 MP	62 MED	593 SB	USASOC	MAMC	191ST	84 CIV	7ID	CORPS HHB	OTHER	SEATS AVAILABLE	TOT SEATS BDE
CL 001	5-Sep-14	20-Oct-14								8	6									20	14
CL 003	17-Oct-14	1-Dec-14				4				11	8									20	23
CL 004	12-Dec-14	26-Jan-15						4	1		10								2	20	17
CL 005	30-Jan-15	16-Mar-15					3	3			4		3							20	13
CL 006	20-Mar-15	4-May-15	2			4	3	3			4	1								20	17
CL 007	1-May-15	15-Jun-15	2			4	3	1			4									20	14
CL 008	22-May-15	6-Jul-15	2						1		4		3		1				1	20	12
CL 009	26-Jun-15	10-Aug-15	2				1			1	2		3			1			1	20	11
CL 010	31-Jul-15	14-Sep-15		1			1		1		1		3		1			1	1	20	10
																				160	117
		QUOTA	8	1	0	12	10	10	3	21	43	1	12	0	2	1	1	5	3	133	
		SEATS SHORT	30	5	0	46	38	36	12	80	163	5	45	0	7	5	3	18	12	505	

Advanced Marksmanship Instructor Course (AMIC)

CL #	SUSPENSE	CLASS DATE	201 BfSB	3/2 SBCT	2/2 SBCT	17 FAB	16 CAB	555 EN	51 SIG	42 MP	62 MED	593 SB	USASOC	MAMC	191ST	84 CIV	7ID	CORPS HHB	OTHER	SEATS AVAILABLE	TOT SEATS BDE
CL001	1-Aug-14	15-Sep-14	3	10	10	2	2	3	0	2	2	2	0	0	0	0	2	2	0	40	40
CL002	17-Oct-14	1-Dec-14	3	10	10	2	2	3	0	2	2	2	0	0	0	0	2	2	0	40	40
CL003	30-Jan-15	16-Mar-15	3	10	10	2	2	3	0	2	2	2	0	0	0	0	2	2	0	40	40
CL004	13-Mar-15	27-Apr-15	3	10	10	2	2	3	0	2	2	2	0	0	0	0	2	2	0	40	40

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ITS Definitions

- ***<u>Enrolled</u> – Students are not officially enrolled until the instructor confirms them as present during roll call at the start of the class; Until that time they have a seat reserved in ATRRS***

- ***<u>Drops</u> – Students who are enrolled but fail to complete the required hours of training***
  - Typically occurs when students have an appointment and fail to return in time to meet course hours requirement

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ITS Definitions

- ***<u>No Shows</u> – Student has a seat reserved in ATRRS and fail to attend ANY of the class***
  - Students fail to read the Course Manager email sent to their official military address 2 weeks prior to the start of class which has updated info on their class (ITS Requirements workbook on website)
  - Students fail to be at the correct place at the correct time for roll call and the instructor has already given their seat to those standbys and

NOTE: Many students see that class has started and leave the facility. Inform your students to check with the instructor before they leave because the instructor may allow them into the class provided they did not already miss so much time that they fail to meet the required hours.

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ITS Definitions

- ***Standbys* – Student has a seat reserved in ATRRS as a Standby because their info was *input within the 45 day* window prior to start of class**
  - Must be present at roll call
  - All available seats are reserved
  - Students are reserved a seat as a Stand By to fill seats that become available due to No Shows
  - Currently 96% of all Stand Bys become enrolled

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ITS Website

- Training Operations
- Individual Training
- Installation Ammo
- Theater Operations
- Billeting & Logistics
- Workforce Development
- Training Support Center
- Enterprise Multimedia
- Mission Training Complex
- Range Support & ITAM

Welcome to the Individual Training Section (ITS) of the Training Support Branch (TSB)

The Individual Training Section (ITS) provides Installation level support for training military occupational skills (MOS) qualification, professional development, and mission critical functional skills for Service Members and civilians at JBLM. We plan, coordinate, schedule, and oversee the Installation and Service Schools programs and the Digital Training Facility (DTF) programs which house video teleconferencing (VTC) capabilities on JBLM. We also provide individual training support for a six state region of the Northwest per AR 5-9 to USAR, NGB and Local, State and Federal Law Enforcement agencies.

CONSTRUCTION: 21 Oct 14 – 15 May 15 Faith Ave CLOSED. Parking will be limited. Students encouraged to carpool.

ALL Schools NCOs/Training Techs FY16 forecasting & quota matrix meeting 18 Mar 15 at Carey theater 1000-1200. Company level and up will attend. OPORD pending.

SEAT FORECASTING INFO & TOOLS:

+ **BASIC FORECASTING**

+ **OIP C 5 WORKSHEET**

+ **OIP C 5 WORKSHEET – SAMPLE**

+ **OIP C 6 WORKSHEET**

+ **SUBQUOTA MATRIX MEET SLIDES**

+ **COMPANY LEVEL SUBQUOTA MATRIX**

+ **FY15 UNIT SCHOOLS REQUIREMENTS** - Lists each troop school courses regulations and unit requirements

+ **FY15 COURSE SPECIFIC REQUIREMENTS** - Lists each troop schools course's prerequisites, locations, start and end times, and special instructions UPDATED 8 JAN 15

+ **FY15 BDE SEAT ALLOCATIONS BY COURSE, MONTH, & QUARTER** - *** Updated 9 Oct 14. *** Lists each course by title and date and shows how many seats each BDE is allotted in that class. Also lists BDE seat allocations by month and quarter.

+ **FY15 SUBQUOTA MATRIX**- Lists each troop schools course, the number of students each BDE needs trained in each course, how many seats JBLM has available for FY15, and how many seats each BDE is allotted per course.

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COMMANDERS' INFORMATION CENTER:

Commanders' Basic Need to Know Info –

WEEKLY (THURS.) UPDATED INFO

+ **SCHOOLS MASTER CALENDAR**

+ **6-4-3 WEEK ROSTER** - Shows classes in danger of being cancelled

+ **BDE NO SHOW ROSTER** - Shows weekly No Show count per BDE

SCHOOLS NCOS' INFORMATION CENTER:

+ **AR 350-1**

+ **SCHOOL ENROLLMENT PROCESS**

+ **NON-JBLM SCHOOL ENROLLMENT PROCESS**

+ **HJB Form 888**

NEW COURSES:

Army Records Information Management System (ARIMS)

+ **ARIMS POI**

+ **ARIMS Info**

BDE REPS

To improve communications between Installation support and units, ITS has developed BDE Support Representatives for each BDE.

If you have a specific question, your BDE Schools NCO has requested that you contact them first to ensure they are aware of your request.

CAMPUS MAPS

BLDG 3201

BLDG 3203

BLDG 4320

BLDG 4320 (parking)

BLDG 6238

Combatives Strip Map

ICE Interactive Customer Evaluation

Provide us with feedback that helps us maintain the quality
excellence you expect.
lick on the ICE logo above to
te our services.

formation to Army
ounterintelligence .

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Questions?

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